



COMDTINST 4600.13
30 DEC 1987

COMMANDANT INSTRUCTION 4600.13

Subj: Annual Reverification of Overseas Housing Allowance (OHA)

1. PURPOSE. The purpose of this instruction is to establish Coast Guard policy regarding the administration of the Overseas Housing Allowance (OHA) program, through an annual review and reverification of a member's housing cost data.
2. BACKGROUND. A DOT Inspector General report on the Coast Guard's OHA program indicated the need to strengthen and improve program policies, procedures, and internal controls. An Office of the Secretary of Defense report reached similar conclusions: "reduce costs and improve controls." As an outcome of that report, the Per Diem, Travel and Transportation Allowance Committee was directed to incorporate in the Joint Federal Travel Regulations, the requirement for the Uniformed Services to monitor actual rental costs and update information through an annual reverification program.
3. POLICY.
 - a. Complete documentation shall be maintained at the unit's PERSRU for all members entitled to OHA. This shall include as a minimum, a completed and signed OHA application form and certified copies of documentation to support the rental or purchase costs claimed. OHA application forms may be locally generated or DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, may be used.
 - b. Annual reverification of OHA entitlements shall be conducted each year beginning on 1 April 1988. As a minimum, the audit shall validate the information contained in the member's current lease or purchase agreement and the OHA application on file. Failure by a member to reverify within 45 days of notification will result in the termination of OHA entitlement. A member's OHA entitlement will be retroactively reinstated only when new documentation is submitted and certified.

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- c. Prior to the certification of a member's entitlement to OHA, the rental amount and number of sharers claimed shall be verified by document examination. Leases, rental agreements, and cancelled checks are considered to be acceptable forms of documentation.
4. ACTION. Commandant (G-CAS-1); the Seventh, Fourteenth, and Seventeenth District Commanders; Commander, Maintenance and Logistic Command (Pacific); and Commander, CG Activities Europe shall develop local instructions and procedures for the administration of the OHA reverification program in accordance with the policy described in paragraph 3. These instructions and procedures must be completed prior to 1 March 1988. A copy of the local instruction shall be forwarded to Commandant (G-P-1) by that date.

/s/ T. T. MATTESON
Chief, Office of Personnel